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ABSTRACT

The State of Nebraska is geographically divided into six networks by the Nebraska State Department of Administrative Services. Each network is composed of more than one geographic region. Within each region, one centrally located library acts as the Regional Library (RL) for the many public cooperating libraries of that region. Through State funded telephone privileges, the RL provides a backup reference service and library collection to its area libraries. Each RL is supplied with a State financed teletypewriter (TWX) with which it transmits any requests it is unable to fill to its network office of the Nebraska Library Commission (NLC). The NLC in turn has access to out-of-state materials through the Bibliographic Center for Research in Denver. By using the specified forms and TWX instructions, any Nebraska librarian has telephone or TWX access to the resources of the entire system. Besides interlibrary loan search and service, the NLC provides access to the library of University of Nebraska Medical Center, the Library for the Blind and Physically Handicapped, and the 16mm film service of the Lincoln City Library. A directory of the network libraries is provided. (SL)

ED 090975

# Nebraska Library Telecommunications Network

# Manual

## Library Materials at your Finger Tips

## TABLE OF CONTENTS


NEBRASKA LIBRARY TELECOMMUNICATIONS NETWORK MAP PAGE 4

NETWORK – REGIONAL – COUNTY – PUBLIC LIBRARY CHART PAGE 5

WHAT IS THE NEBRASKA LIBRARY TELECOMMUNICATIONS NETWORK? PAGE 6

Part I
LIBRARY COOPERATION PAGE 7

Part II
SPECIAL SERVICES AVAILABLE VIA TWX COMMUNICATIONS NETWORK PAGE 17

Part III
ADDITIONAL TWX INFORMATION PAGE 13

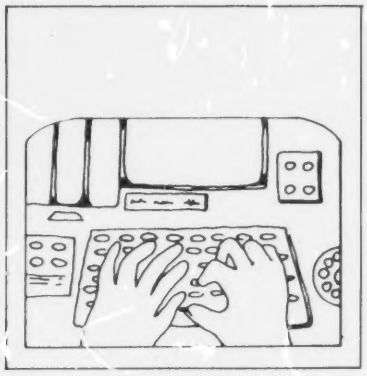
Part IV
MODEL CODE PAGE 19

Part V
COLLEGE AND UNIVERSITY DIRECTORY PAGE 21

Part VI
DIRECTORY TO THE PUBLIC LIBRARIES PAGE 22

Part VII
REGIONAL LIBRARY'S TWX NUMBERS PAGE 25

INDEX PAGE 26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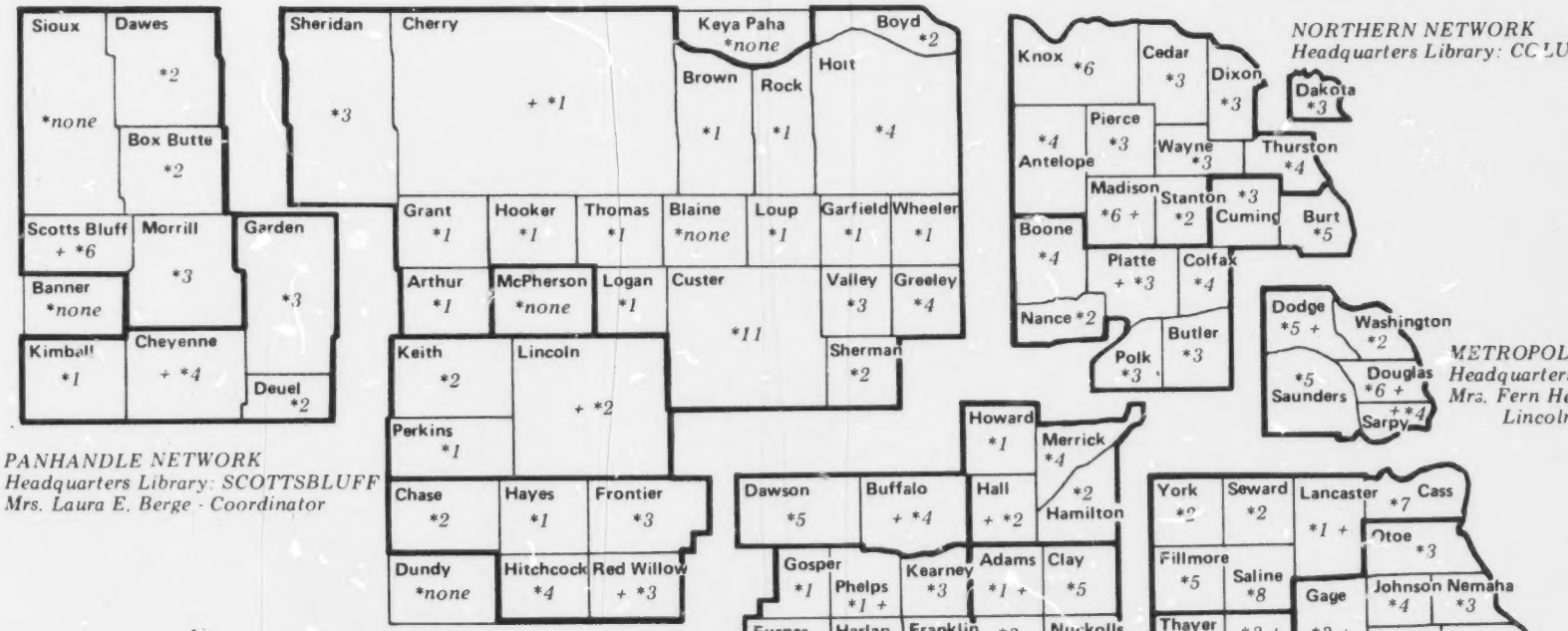
*The NEBRASKA LIBRARY TELECOMMUNICATIONS NETWORK*

*This map shows the state divided into the 6 Telecommunications Networks. The regions within each network are indicated by a heavy black outline along the county lines. Those counties not participating in the regional TWX network system are identified as having "none" public libraries.*




*NORTHERN NETWORK*
*Headquarters Library: COLUMBUS*

*METROPOLITAN NETWORK*
*Headquarters Library: OMAHA*
*Mrs. Fern Heim - Coordinator*
*Lincoln*

*PANHANDLE NETWORK*
*Headquarters Library: SCOTTSBLUFF*
*Mrs. Laura E. Berge - Coordinator*

*MARI SANDOZ NETWORK*
*Headquarters Library: NORTH PLATTE*
*Miss Morel Fry - Coordinator*
*McCook*

*CENTRAL NETWORK*
*Headquarters Library: HASTINGS*
*Miss Paula Smith - Coordinator*
*Hastings*

*SOUTHEASTERN NETWORK*
*Headquarters Library: LINCOLN*
*Miss Jane Kennedy - Coordinator*
*Lincoln*

** Number of Public Libraries in County*

*+ Regional TWX Libraries*

## CENTRAL NETWORK (C)

| | |
|---|---|
| **Reg. Lib.: GRAND ISLAND** | |
| Hall Co. | Grand Island |
| | Wood River |
| Hamilton Co. | Aurora |
| | Giltner |
| Howard Co. | St. Paul |
| Merrick Co. | Central City |
| | Clarks |
| | Palmer |
| | Silver Creek |
| **Reg. Lib.: HASTINGS** | |
| Adams Co. | Hastings |
| Clay Co. | Clay Center |
| | Edgar |
| | Fairfield |
| | Harvard |
| | Sutton |
| Nuckolls Co. | Hardy |
| | Nelson |
| | Ruskin |
| | Superior |
| Webster Co. | Blue Hill |
| | Guide Rock |
| | Red Cloud |
| **Reg. Lib.: HOLDREGE** | |
| Franklin Co. | Bloomington |
| | Campbell |
| | Franklin |
| | Hildreth |
| Furnas Co. | Arapahoe |
| | Beaver City |
| | Cambridge |
| | Holbrook |
| | Wilsonville |
| Gosper Co. | Elwood |
| Harlan Co. | Alma |
| | Orleans |
| | Oxford |
| Kearney Co. | Axtell |
| | Minden |
| | Wilcox |
| Phelps Co. | Holdrege |
| **Reg. Lib. KEARNEY** | |
| Buffalo Co. | Elm Creek |
| | Gibbon |
| | Kearney |
| | Ravenna |
| | Shelton |
| Dawson Co. | Cozad |
| | Farnam |
| | Gothenburg |
| | Lexington |
| | Overton |

## MARI SANDOZ NETWORK (MS)

| | |
|---|---|
| **Reg. Lib.: VALENTINE** | |
| Arthur Co. | Arthur |
| Boyd Co. | Butte |
| | Spencer |
| Brown Co. | Ainsworth |
| Cherry Co. | Valentine |
| Custer Co. | Arcadia |
| | Ansley |
| | Arnold |
| | Berwyn |
| | Broken Bow |
| | Callaway |
| | Comstock |
| | Mason City |
| | Merna |
| | Oconto |
| | Sargent |
| Garfield Co. | Burwell |
| Grant Co. | Hyannis |

## Mari Sandoz Network Continued

| | |
|---|---|
| Greeley Co. | Greeley |
| | Scotia |
| | Spalding |
| | Wolbach |
| Holt Co. | Atkinson |
| | Ewing |
| | O'Neill |
| | Stuart |
| Hooker Co. | Mullen |
| Logan Co. | Stapleton |
| Loup Co. | Taylor |
| Rock Co. | Bassett |
| Sheridan Co. | Gordon |
| | Hay Springs |
| | Rushville |
| Sherman Co. | Litchfield |
| | Loup City |
| Thomas Co. | Thedford |
| Valley Co. | Arcadia |
| | North Loup |
| | Ord |
| Wheeler Co. | Ericson |
| **Reg. Lib.: McCOOK** | |
| Chase Co. | Imperial |
| | Wauneta |
| Frontier Co. | Curtis |
| | Eustis |
| Hayes Co. | Hayes Center |
| Hitchcock Co. | Culbertson |
| | Palisade |
| | Stratton |
| | Trenton |
| Red Willow Co. | Bartley |
| | Indianola |
| | McCook |
| **Reg. Lib.: NORTH PLATTE** | |
| Keith Co. | Ogallala |
| | Paxton |
| Lincoln Co. | North Platte |
| | Sutherland |
| Perkins Co. | Grant |

## METROPOLITAN NETWORK (M)

| | |
|---|---|
| **TWX Lib.: FREMONT** | |
| Dodge Co. | Fremont |
| **Reg. Lib. OMAHA** | |
| Dodge Co. | Dodge |
| | Hooper |
| | North Bend |
| | Scribner |
| | Snyder |
| Douglas Co. | Bennington |
| | Elkhorn |
| | Omaha |
| | Ralston |
| | Valley |
| | Waterloo |
| Sarpy Co. | Bellevue |
| | Gretna |
| | Papillion |
| | Springfield |
| Saunders Co. | Ashland |
| | Mead |
| | Valparaiso |
| | Wahoo |
| | Yutan |
| Washington Co. | Arlington |
| | Blair |

## NORTHERN NETWORK (N)

| | |
|---|---|
| **Reg. Lib. COLUMBUS** | |
| Boone Co. | Albion |
| | Cedar Rapids |
| | Primrose |
| | St. Edward |

## Northern Network Continued

| | |
|---|---|
| Burt Co. | Craig |
| | Decatur |
| | Lyons |
| | Oakland |
| | Tekamah |
| Butler Co. | David City |
| | Rising City |
| | Ulysses |
| Colfax Co. | Clarkson |
| | Howells |
| | Leigh |
| | Schuyler |
| Cuming Co. | Beemer |
| | West Point |
| | Wisner |
| Nance Co. | Fullerton |
| | Genoa |
| Platte Co. | Columbus |
| | Humphrey |
| | Monroe |
| Polk Co. | Osceola |
| | Polk |
| | Stromsburg |
| **Reg. Lib.: NORFOLK** | |
| Antelope Co. | Elgin |
| | Neligh |
| | Oakdale |
| | Orchard |
| Cedar Co. | Hartington |
| | Laurel |
| | Randolph |
| Dixon Co. | Allen |
| | Ponca |
| | Wakefield |
| Knox Co. | Bloomfield |
| | Creighton |
| | Crofton |
| | Niobrara |
| | Verdigre |
| | Wausa |
| Madison Co. | Battle Creek |
| | Madison |
| | Meadow Grove |
| | Newman Grove |
| | Norfolk |
| | Tilden |
| Pierce Co. | Osmond |
| | Pierce |
| | Plainview |
| Stanton Co. | Pilger |
| | Stanton |
| Thurston Co. | Emerson |
| | Pender |
| | Walthill |
| Wayne Co. | Carroll |
| | Wayne |
| | Winside |
| **TWX Lib.: SIOUX CITY, IOWA** | |
| Dakota Co. NE | Dakota City |
| | Homer |
| | So. Sioux City |
| Thurston Co. NE | Winnebago |

## PANHANDLE NETWORK (P)

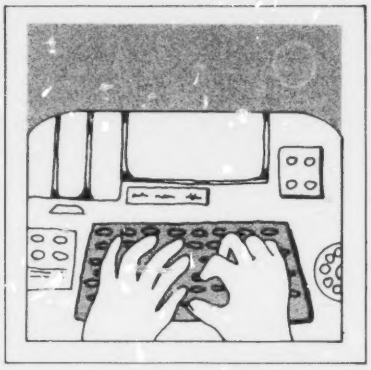
| | |
|---|---|
| **Reg. Lib. SCOTTSBLUFF** | |
| Box Butte Co. | Alliance |
| | Hemingford |
| Dawes Co. | Chadron |
| | Crawford |
| Morrill Co. | Bayard |
| | Bridgeport |
| | Broadwater |

## Panhandle Network Continued

| | |
|---|---|
| Scottsbluff Co. | Gering |
| | Lyman |
| | Minatare |
| | Mitchell |
| | Morrill |
| | Scottsbluff |
| **Reg. Lib.: SIDNEY** | |
| Cheyenne Co. | Dalton |
| | Lodgepole |
| | Potter |
| | Sidney |
| Deuel Co. | Big Springs |
| | Chappell |
| Garden Co. | Lewellen |
| | Lisco |
| | Oshkosh |
| Kimball Co. | Kimball |

## SOUTHEASTERN NETWORK (S)

| | |
|---|---|
| **Reg. Lib.: LINCOLN** | |
| Cass Co. | Avoca |
| | Elmwood |
| | Louisville |
| | Nehawka |
| | Plattsmouth |
| | Union |
| | Weeping Water |
| Fillmore Co. | Exeter |
| | Fairmont |
| | Geneva |
| | Milligan |
| | Shickley |
| Lancaster Co. | Lincoln |
| Saline Co. | Crete |
| | DeWitt |
| | Dorchester |
| | Friend |
| | Swanton |
| | Tobias |
| | Western |
| | Wilber |
| Seward Co. | Milford |
| | Seward |
| York Co. | Gresham |
| | York |
| **Reg. Lib.: BEATRICE** | |
| Gage Co. | Adams |
| | Beatrice |
| | Wymore |
| Johnson Co. | Cook |
| | Crab Orchard |
| | Sterling |
| | Tecumseh |
| Nemaha Co. | Auburn |
| | Brownville |
| | Nemaha |
| Otoe Co. | Nebraska City |
| | Syracuse |
| | Talmage |
| Pawnee Co. | Pawnee City |
| | Table Rock |
| Richardson Co. | Dawson |
| | Falls City |
| | Humboldt |
| | Stella |
| **Reg. Lib.: FAIRBURY** | |
| Jefferson Co. | Daykin |
| | Diller |
| | Fairbury |
| Thayer Co. | Alexandria |
| | Bruning |
| | Byron |
| | Carleton |
| | Chester |
| | Davenport |
| | Deshler |
| | Hebron |



## WHAT IS THE NEBRASKA LIBRARY TELECOMMUNICATIONS NETWORK?

**NETWORKS:** The State of Nebraska is geographically divided into six networks by the Nebraska State Department of Administrative Services. Within each network there is one library which is centrally located which has agreed to act as a network headquarters library for administrative purposes. At each network library, office space is available for Network Coordinators, employed by the Nebraska Library Commission (NLC), who travel to and work with all individual libraries within their network. Please note the network map on page 4 for an outline of the networks.

**REGIONS:** Each network is composed of more than one smaller geographic area called a "region." Within each region is a centrally located library which acts as the Regional Library for the many public cooperating libraries within that area. The Regional Library offers its own book collection as a back-up for the several cooperating libraries within that region. They also agree to give reference assistance to those libraries. Each Regional Library is supplied with a state-financed teletypewriter (TWX). The Regional Library agrees to transmit, via TWX, requests it is unable to fill for any of the cooperating libraries, as well as for its own patrons, to the NLC for further search. The regions and the location of the Regional Libraries is noted on the network map (see page 4).

**LOCAL COOPERATING LIBRARIES:** An independent library located within the region that is supplied with state-financed long distance telephone privileges to the Regional Library for material which it cannot supply its patron is called a Cooperating Library. In this way all libraries in all regions throughout the state are connected by the telephone/TWX network to the services of the NLC.

**NEBRASKA LIBRARY COMMISSION:** The NLC acts as the **state** coordinating headquarters library. It has an adult-juvenile book collection, a limited periodical collection, and vertical file resources. The collection in almost all instances consists of one (1) copy per title but is available as a back-up collection for use when the requested item is not available within a regional area.

In addition, the NLC offers these services to Nebraska libraries:

1. Any requested item which is not available locally, regionally, or in the NLC collection is searched for in the Nebraska Union Catalog (UC) which is an author-only catalog of the adult holdings of 30 participating libraries in the state. If the item is included in the UC, the location is given for the use of the inquiring library. That library can then request this item from the owning library for the patron.

2. Any requested item which is not verified by the local or regional libraries is searched further by the NLC staff for verification. (Verification: Listing in one of the standard library bibliographic tools which gives information needed for the full identification of a book, author, title, publisher, date of publication, price, and if pertinent, edition and source of purchase.) If any change is made in the main entry sent to NLC, it will be searched again in the UC.

3. For materials which are verified but not located within the State of Nebraska, NLC maintains state membership in the Bibliographical Center for Research in Denver (BIB). Requests for out-of-state locations are sent to BIB via TWX from NLC at the request of the inquiring library. Most locations returned to NLC from the BIB search will be within the Midwest area of the Mountain Plains States. The answer from BIB is forwarded via TWX to the inquiring Regional Library as soon as it is received by NLC.

4. Any subject matter which cannot be located or material not supplied by the local or regional library can be referred to NLC for search and supply.

5. Assistance in any library area may be requested from NLC. Many services provided include the professional advice of the Network Coordinators, Consultants, and Community Information Specialists. In addition, NLC has a U.S. Library of Congress depository Library for the Blind and Physically Handicapped, state-financed film distribution through the Lincoln City Library and the Nebraska Publications Clearinghouse (a depository of all publications of the State of Nebraska) as well as the total depository library of U.S. Government publications, beginning October, 1972.

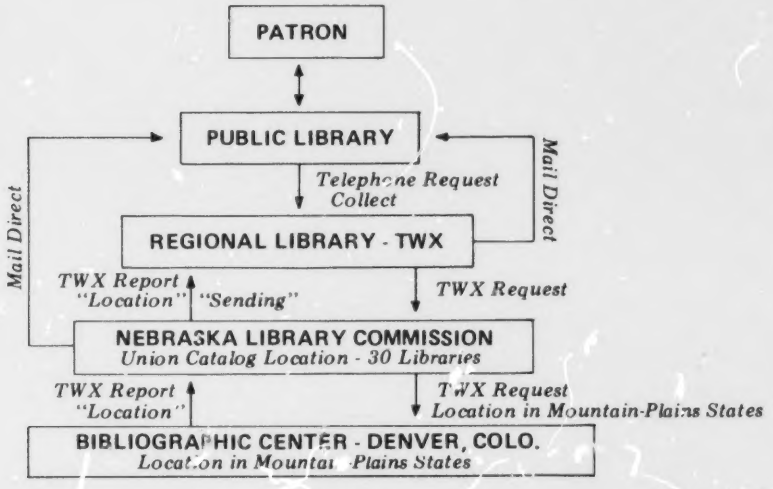
This **Nebraska Library Telecommunications Network Manual** will try to illustrate how these services can be secured by any Nebraska librarian as easily and quickly as possible by the use of the telephone/TWX network.

## PART I LIBRARY COOPERATION

This combines the Local Cooperating Library, Regional Library, NLC, UC, and BIB (if necessary) in the effort to locate material requested by a patron using the Nebraska Library Telecommunications Network.

Below is a flow chart to help visualize the channels a request follows:

### FLOW CHART




## LOCAL COOPERATING LIBRARY

As shown on the chart, a request starts at the Local Cooperating Library level. When a request is presented to a Local Cooperating Library, this library will search its collection for the item. Many requests will be filled quickly at the local level. The following suggested form is for the local librarian when taking requests either in person or over the telephone from a patron. It will help to get as much of the necessary information that is needed for rapid identification of the requested material.

**Information Request Form Sample**

Author _____
(Give exact spelling if possible)

Title _____

Book Topic _____

_____

Publisher _____ Year of Publication _____

Where Was This Information Found? _____

_____

If Not Immediately Available:
Reserve _____
Not Wanted After _____
Substitute _____

Subject Material _____

_____

(Be sure to narrow the subject area down so what is wanted is definitely explained. For example: "Constitution" - What country? Does patron need full text, summary or historical background?)

Adult _____ Juvenile _____
Term Paper _____ Book Review _____
Speech _____ Other _____

If Class Assignment, Did the Student Check With The School Library? _____

The information on the above form will be helpful to the librarian if the material needed is not available in the local library collection. Then the librarian can place a state-financed long distance telephone call to the Regional Library to request the material. The information on this form will also be very important to the regional librarian for search in the book collection. If the patron is looking for a title or material which he did not locate in a standard library verification tool, the local librarian should be **certain** to find out where the patron got the information about the item.

Within the tools of the local library, the librarian should try to locate a listing of this item in a standard bibliographic tool (this is called "verify"). The preferred verification tools (because they correctly give main entries) are: Cumulative Book Index (CBI) and National Union Catalog (NUC). But few small libraries can usually afford either of these. Satisfactory sources for verification also include: Book Publisher Record (BPR), Book Review Digest (BK REV DIG), Library Journal (LJ), Wilson Standard Catalogs (STAND CAT), Encyclopedia Britannica, and Booklist (BKLST). Not satisfactory (because of many bibliographic errors) but often the only available source and certainly better than no source is Books in Print (BIP), Forthcoming Books (FORTH), Paperbound BIP(PAP BIP). (For a complete list of bibliographic tools and their abbreviations, see page 18).

The local cooperating librarian should be sure to notify the Regional Library if and when the material is no longer needed by the patron.

## REGIONAL LIBRARY

The Regional Library upon receiving a request from the Local Cooperating Library will check its book collection and send the book to the local library if it is located. Each Regional Library will work out its own system of reserves with the local libraries for material currently in use. The sample form (at the right) may be useful to the Regional Library at this time:

DATE _____ TAKEN BY _____
AUTHOR _____
SUBJECT OR TITLE _____

VERIFICATION _____

NOT WANTED AFTER _____
JUV. __ TEENAGE __ ADULT __ MAIL ____
NAME _____
ADDRESS _____
PHONE _____

If the material requested is not in the Regional Library collection and if the Local Cooperating Library has not been able to locate verification of the item in any of its standard library tools, the Regional Library should then attempt to verify the material. However, in case the Regional Library is unable to verify the item, it may TWX the request to NLC on behalf of the local library for further search. The following sample shows a TWX message from a Regional Library to NLC as it would appear when transmitted.

**SAMPLE REGIONAL LIBRARY REQUEST TO NLC**

NEBR NPLC

X REGIONAL LIBRARY

DATE

PLS SEND OR LOCATE

1 BORING, EDWIN G. HISTORY OF EXPERIMENTAL PSYCHOLOGY 1950 NAV PATRON FOUND IN BIBLIOGRAPHY OF "FOUNDATIONS OF PSYCHOLOGY" BY THIS SAME AUTHOR.

2 KRAENZEL, CARL F. GREAT PLAINS IN TRANSITION U OF OKLA 1970 BIP 72. IF NO LOCS, PLS TRY BIB.

3 SUBJ. SCALE MODEL FOR CONESTOGA WAGON. PATRON WANTS TO MAKE A MODEL FOR A CUB SCOUT PROJECT. NEEDS JUVENILE MATERIAL.

4 RE: OUR MSG 1-20-73 #3 PLS TRY BIB.

XEROX REQUESTS

5 ETUDE, 75:15 MAR. 1957 MARIACHIS OF MEXICO.
RG. MAR. 1957 - FEB. 1959 SUBJECT: MUSIC, MEXICAN
NOT IN MICROFILM LISTS.

6 STUDIA ISLAMICA, #2, 1954 INAECIK, N. "OTTOMAN METHODS OF CONQUEST," PP 103-130.
VER: IN BIBLIO OF STAVRIANOS, L.S. "BALKANS SINCE 1453" PLS XEROX OR LOC.

FOLLOWING FOR XYZ COUNTY LIBRARY, D-VILLE

7 SANDOZ, MARI CHRISTMAS OF THE PHONOGRAPH RECORDS U OF NEBR PRESS 1966 CBI 1967-68. OUR COPY OUT. WE NEED IMMEDIATELY.

8 CARTER, RUSSELL G. MISTER WHATALEY ENJOYS HIMSELF CRISS MASS ND BIB 72

9 EPSTEIN, SAM & BERYL HURRICANE GUEST (GR 2-5) RANDOM 1964 BIP 72 IF THIS IS OUT, PLS SUBST JUV MATERIAL ON HURRICANES.

10 STUART, JESSE THREAD THAT RUNS SO TRUE SCRIBNER 1949, REV. ED STAND CAT. CAN USE ANY EDITION

11 INTERIOR DEPARTMENT INDIAN AFFAIRS BUREAU, "STATES AND THEIR CITIZENS" BY THEODORE W. TAYLOR. U.S. GOVERNMENT PRINTING OFFICE. 1972 SUP. DOCS. #1 20.2:ST2/3. DEPOSITORY ITEM.
• VER: MONTHLY CAT. APR. 1973 P. 65.

12 AGRICULTURE DEPARTMENT, BUREAU OF PLANT INDUSTRY, WEED CONTROL "NEBRASKA WEEDS." 1971 A 5560H001-71
VER: NEB. STATE PUBLICATIONS CHECKLIST V1.01.

13 NEBRASKA. CRIME COMMISSION "QUARTERLY CRIME INDEX" NAV. PATRON READ ABOUT IT IN THE LINCOLN "JOURNAL" May 23, 1973, P. 11.

14 SUBJ: BIOGRAPHICAL MATERIAL ON: LUCAS SCHWARZKOFF – 19th CENT. GERMAN PAINTER. ASSUMED DECEASED. PATRON BELIEVES THIS IS CORRECT SPELLING AND SAW PAINTING OF HIS IN FINE ART MUSEUM, BOSTON.

15 SUBJ. ROCK GARDENS. ADULT PATRON WISHES INFO FOR HOME USE. WE SENT: FOSTER, H. L. NCOLN ROCK GARDENING HM 1968. PATRON WANTS 2 MORE REFERENCES.

FOR ABC PUBLIC LIBRARY, ABC

FOR TALKING BOOK DEPARTMENT

DATE

PLEASE SEND APPLICATION FOR TALKING BOOKS TO JOHN Q. SMITH

324 RETIREMENT CIRCLE, ABC, NEBRASKA 68000

END MM
X REGIONAL LIBRARY

The following is an explanation of the sample message to the NLC from the Regional Library plus the instructions for a TWX operator to send a message using the tape equipment on the teletypewriter.

**EXPLANATION OF SAMPLE REGIONAL LIBRARY REQUEST TO NLC WITH TWX OPERATION**

A. *TURN MACHINE ON BY PRESSING "LOCAL" BUTTON (LCL) (LOCATED LOWER RIGHT SIDE OF MACHINE). THIS BUTTON CONVERTS THE MACHINE INTO A REGULAR TYPEWRITER AND PREVENTS ANY TRANSMISSION ON THE TELEPHONE LINE.*

B. *START TAPE BY PRESSING "ON" BUTTON ON THE TAPE ATTACHMENT (UPPER LEFT SIDE OF MACHINE).*

C. *PRESS "RUBOUT" AND "REPEAT" (REPT) KEYS (LOCATED RIGHT SIDE OF KEYBOARD) SIMULTANEOUSLY UNTIL TAPE IS OUT ABOUT AN INCH. THIS IS DONE TO CLEAR THE MACHINE OF ANY OLD TAPE THAT MAY BE ON THE MACHINE.*

X REGIONAL LIBRARY

D. *PRESS "HERE IS" KEY (LOCATED UPPER RIGHT SIDE OF KEYBOARD). THIS WILL PRINT YOUR CODE FOR YOUR LIBRARY CALLED AN "ANSWER-BACK CODE" THIS IS HOW EACH LIBRARY KNOWS WHICH LIBRARY THE MESSAGE CAME FROM AND ALSO TELLS WHAT LIBRARY YOU HAVE CALLED WHEN YOU SEND A MESSAGE.*

TODAY'S DATE

E. *TYPE TODAY'S DATE.*

F. *PRESS "RETURN" KEY ONCE, PRESS "LINE FEED" KEY TWICE. PRESS "RUBOUT" ONCE. (ALL THESE KEYS ARE LOCATED RIGHT SIDE OF KEYBOARD.) (THIS IS THE PROCESS FOR MOVING THE CARRIAGE BACK AND DOUBLESPACING. ALSO THE "RUBOUT" KEY IS DEPRESSED BECAUSE IT WILL PREVENT TYPE-OVERS FROM OCCURRING ON THE NEXT LINE).*

*If this message is not the only message sent this day to NLC, type message #2, then press "Return" key — press "Line Feed" twice. Now you are ready to start the message.*

PLS SEND OR LOC

G. *PRESS "RETURN" KEY ONCE. PRESS "LINE FEED" KEY TWICE. PRESS "RUBOUT" ONCE.*

*Book requests should be alphabetized by author's last name, then by title. These requests should be listed first, then subject requests, requests for copies from magazines, etc. Therefore, requests should be grouped together by format.*

1 BORING, EDWIN G. HISTORY OF EXPERIMENTAL PSYCHOLOGY 1950 NAV PATRON FOUND IN BIBLIOGRAPHY OF "FOUNDATIONS OF PSYCHOLOGY" BY THIS SAME AUTHOR.

H. *TO SINGLE SPACE BETWEEN LINES: PRESS "RETURN" KEY. PRESS "LINE FEED" ONCE. PRESS "RUBOUT" ONCE.*

I. *TO DOUBLE SPACE: PRESS "RETURN" KEY. PRESS "LINE FEED" TWICE. PRESS "RUBOUT" ONCE, REPEAT THIS PROCESS EVERY TIME YOU FINISH AN ITEM. DOUBLE SPACING BETWEEN EACH ITEM IS EXTREMELY IMPORTANT FOR CLARITY.*

*Numbering allows the NLC to reply to the message by corresponding number and this avoids copying the entire original entry. However, it does then require the TWX library to keep the original request until all items have been satisfactorily answered.*

*In this message, NAV (TWX abbreviation for "Not Able to Verify") indicates that the library did not have verification tools which allowed them to see the item in correct form. The entry will have to be found in some NLC verification tool that will give the correct form, otherwise it will be returned to the regional library to obtain more information from the patron.*

2 KRAENZEL, CARL F. GREAT PLAINS IN TRANSITION U OF OKLA 1970 BIP 72. IF NO LOCS, PLS TRY BIB.

*Verification source should be mentioned in this message, using abbreviations for tools as listed in this manual (see page 18).*

*The notation to send to BIB indicates that the patron has requested an extensive search. NLC will attempt to verify in other than BIP if not located in Nebraska (when it is necessary to send to BIB). The reason for this is because BIB is a main entry catalog only. Often BIP lists an entry not*

*necessarily based on CBI and/or Library of Congress main entries, which BIB, and UC, try to uniformly follow.*

3 SUBJ. SCALE MODEL FOR CONESTOGA WAGON. PATRON WANTS TO MAKE A MODEL FOR A CUB SCOUT PROJECT. NEEDS JUVENILE MATERIAL.

*Information given here tells the reading level and how the information will be used. NLC assumes that the regional and local libraries have already searched for specific titles that would fulfill patron's requests.*

*One suggestion that may help to turn up books needed is that the local and regional library can search children's, junior high and senior high school catalogs of the "Standard Catalog" series. Lists of books in encyclopedias after the specifc articles and bibliographies of books on the same subject will sometimes lead to other books that the local cooperating regional library may have.*

4 RE: OUR MSG. 1-20-73 #3 PLS TRY BIB.

*MSG is TWX abbreviation for "message."*

*All BIB requests must be cleared through NLC. BIB will not accept any requests from anyone but NLC. Be sure when requesting a BIB search that the "Re: date" (the date when your request was first sent us) is included.*

*Here are some standards to follow, set up by the "Model Code" (see page 19-20 for complete Model Code):*

1. *Libraries should not request very new material.*
2. *It is up to the regional library to make the decision to go to BIB. Due to the cost of BIB searches, discretion should be used. When the request is needed for research and other studies, there is no question about the necessity for sending to BIB.*

*NLC pays an annual state membership fee of $3,000 to BIB. In addition, there is a $1 fee for limited search (which has verification, such as CBI or NUC) and $3 fee for a full search (those items sent NAV or verification that is not out of a standard verification tool, such as a bibliography in a book).*

XEROX REQUESTS

5 ETUDE, 75:15 MAR. 1957 MARIACHIS OF MEXICO.
RG. MAR. 1957 - Feb. 1959 SUBJECT: MUSIC, MEXICAN
NOT IN MICROFILM LISTS.

*Set off xerox requests from the rest of the requests. The requesting library tells that it has checked the NLC periodical publications and that the Omaha and Scottsbluff microfilm holdings list did not include Etude listed for this date. It also gives us the subject entry used in Reader's Guide to Periodical Literature (RG).*

*If a library needs a copy of a certain article, they should look through "MAGAZINES ON MICROFILM" which lists the microfilm holdings of Omaha Public Library and Scottsbluff Public Library; also, "PERIODICAL HOLDINGS OF THE PANHANDLE LIBRARIES," and "PERIODICAL HOLDINGS LIST OF REGIONAL LIBRARIES." These publications were put out by NLC to show all libraries where they can locate a copy of many periodicals. If there is a charge for the copy, the two libraries involved should work out their own policies. If the magazine they need is not listed, then they should contact NLC for UC locations.*

6 STUDIA ISLAMICA, NO. 2, 1954 INAECIK, N. "OTTOMAN METHODS OF CONQUEST,"
PP 103 - 130.
VER: IN BIBLIO OF STAVRIANOS, L.S. "BALKANS SINCE 1453" PLS XEROX OR LOC.

*It might be wise to mention here how to correct errors that occur in a message. Do not wait to correct errors while the message is being sent and you are on the line. This costs money, just like a long distance telephone call. Read and Correct the message before sending.*

J. *TO CORRECT THE TAPE, PRESS "B. SP." (ON THE TYPE ATTACHMENT UPPER LEFT ON THE MACHINE). PRESS THIS AS MANY TIMES AS YOU HAVE ERRORS TO CANCEL.*

K. *THEN PRESS "RUBOUT" AS MANY TIMES AS YOU PRESSED "B. SP." THIS WILL CORRECT YOUR ERROR AND YOU CAN THEN RETYPE FROM THE POINT WHERE THE ERROR OCCURRED.*

FOLLOWING FOR XYZ COUNTY LIBRARY, D-VILLE

*Any request under this heading is considered to be for this library.*

7 SANDOZ, MARI CHRISTMAS OF THE PHONOGRAPH RECORDS U OF NEBR PRESS 1966
CBI 1967 - 68. OUR COPY OUT. WE NEED IMMEDIATELY.

*Usually, requests are answered in the order they are sent to NLC. However, in this case, #7 would be answered as soon as possible. Needless to say, discretion should be advised by the library in these cases.*

FOLLOWING FOR ABC PUBLIC LIBRARY, ABC

8 CARTER, RUSSELL G. MISTER WHATALEY ENJOYS HIMSELF CRISS MASS ND BIP 72

*ND (TWX abbreviation for "No Date") tells us that the date was not just inadvertantly left off. As the request stands here, we will search NLC catalog. If not found there, we'll double check BIP to see that the item is correctly spelled, then we will try to verify the corrected spelling in some tool which will give a date. After it is verified, we can again search the NLC catalog and UC. It may be this request would be returned to the requesting library for further information.*

9 EPSTEIN, SAM & BERYL HURRICANE GUEST (GR 2-5) RANDOM 1964 BIP 72 IF THIS IS OUT, PLS SUBST JUV MATERIAL ON HURRICANES.

*BIP does give grade level and we're happy to get that information. NLC has children's books to lend but children's titles are not included in the UC. There are exceptions when the level gets up about 6th grade on because these books sometimes are cataloged in Young Adult or Adult collections and sometimes we do receive UC locations for them.*

*The information about permission to substitute is well given here. Be precise enough that we know what you would like substituted. "Pls Subst" after a title is not definitive enough since NLC staff does not know whether to send subject matter or a work of fiction for grade 2 - 5 reading level. Be specific. Usually, NLC will not substitute unless specifically told to.*

10 STUART, JESSE THREAD THAT RUNS SO TRUE SCRIBNER 1949, REV. ED STAND CAT. CAN USE ANY EDITION.

*The information about "any edition" is useful because NLC might have the exact book in a satisfactory edition for your patron's use.*

11 INTERIOR DEPARTMENT INDIAN AFFAIRS BUREAU. "STATES AND THEIR CITIZENS" BY THEODORE W. TAYLOR. U.S. GOVERNMENT PRINTING OFFICE, 1972. SUP. DOCS. NO. I 20.2:ST2/3. DEPOSITORY ITEM. VER: MONTHLY CAT. APR. 1973 P.65.

*For Government Document Requests:*

*a.) FEDERAL DOCUMENTS*
*Verify if possible in the Monthly Catalog of U.S. Government Publications or another bibliography of federal documents which gives the Superintendent of Documents classification number. Please include complete reference to the source of the verification including page.*

*If unable to verify in Monthly Catalog or other bibliography include as much of the following information as possible about the publication:*

*1.) The author agency, including subagency if applicable, i.e. Department of Transportation, Federal Highway Administration, Bureau of Public Roads.*
*2.) Full title and subtitle of publication.*
*3.) Date of publication.*
*4.) Source of information where patron learned of document.*
*5.) Superintendent of Documents classification number.*

12 AGRICULTURE DEPARTMENT. BUREAU OF PLANT INDUSTRY, WEED CONTROL "NEBRASKA WEEDS" 1971 A 5560H001-71 VER: NEB. STATE PUBLICATIONS CHECKLIST V1.01.

13 NEBRASKA. CRIME COMMISSION "QUARTERLY CRIME INDEX." NAV. PATRON READ ABOUT IT IN THE LINCOLN "JOURNAL" May 23, 1973, P. 11.

*b.) STATE DOCUMENTS*
*Verify State of Nebraska publications in the Nebraska State Publications Checklist. For publication of other states and nonverified publications, give name of state and then follow steps 1 through 4 in "a" above.*

14 SUBJ: BIOGRAPHICAL MATERIAL ON: LUCAS SCHWARZKOPF – 19TH CENT. GERMAN PAINTER. ASSUMED DECEASED. PATRON BELIEVES THIS IS CORRECT SPELLING AND SAW PAINTING OF HIS IN FINE ART MUSEUM, BOSTON.

*This information may be extremely valuable in locating this biographical information. Be sure to give such information as whether living or dead, specific occupation, country etc.*

15 SUBJ: ROCK GARDENS. ADULT PATRON WISHES INFO FOR HOME USE. WE SENT: FOSTER, H. LINCOLN ROCK GARDENING HM 1968. PATRON WANTS 2 MORE REFERENCES.

*It might help the librarian to check the Public Library Catalogs, also related titles which may have*

*bibliographies in them which may suggest other titles on this subject; RG often is another good source.*

*L. PRESS "RETURN" KEY. PRESS "LINE FEED" KEY AT LEAST A HALF DOZEN TIMES. PRESS "RUBOUT" KEY.*

*This separates the message so that it can be torn from the rest of the message and be sent to the Blind and Physically Handicapped Library.*

FOR ABC PUBLIC LIBRARY, ABC
FOR TALKING BOOK DEPARTMENT
PRESENT DATE
PLEASE SEND APPLICATION FOR TALKING BOOKS TO JOHN Q. SMITH
324 RETIREMENT CIRCLE ABC, NEBRASKA 68000

*Always place messages for the Blind and Physically Handicapped Library at the very bottom of the message.*

*M. PRESS "RETURN" KEY. PRESS "LINE FEED" KEY TWICE. PRESS "RUBOUT". TYPE "END" AND GIVE INITIALS OF TYPIST.*

*N. PRESS YOUR "HERE IS" KEY (THIS WILL AGAIN TELL NLC WHAT LIBRARY THIS MESSAGE CAME FROM).*

X REGIONAL LIBRARY

*O. SIMULTANEOUSLY PRESS "LINE FEED" KEY AND "REPT" KEY. KEEP PRESSING UNTIL MESSAGE HAS MOVED UP AND OUT OF THE MACHINE. THEN PRESS "RUBOUT" AND "REPT" KEY. (THIS WILL AGAIN CLEAR THE MACHINE OF ANY OLD PUNCHED TAPE).*

*P. PRESS "OFF" KEY ON TAPE ATTACHMENT (UPPER LEFT SIDE OF MACHINE). PRESS "CLR" BUTTON (LOWER RIGHT SIDE OF MACHINE).*

## INSTRUCTIONS ON TRANSMITTING A TWX TAPE MESSAGE

*AA. TO SEND THE MESSAGE, PRESS "ORIG" (LOWER RIGHT SIDE OF MACHINE). WAIT FOR DIAL TONE. DIAL NUMBER. WAIT FOR ANSWER BACK CODE TO COME IN.*

NEBR PLC

*BB. THEN PUSH UP ON "START" SWITCH (LOWER LEFT HAND SIDE OF MACHINE). LET TAPE RUN UNTIL END OF MESSAGE. PUSH "START" LEVER DOWN SO IT IS IN THE MIDDLE. WAIT A FEW SECONDS AND THEN PRESS "CLR" BUTTON (LOWER RIGHT SIDE OF MACHINE).*

*CC. THE ONLY SUGGESTION FOR THIS PARTICULAR MESSAGE MIGHT BE THAT IT COULD HAVE BEEN SENT TO NLC IN A COUPLE OF SEPARATE MESSAGES. SOMETIMES, NLC WILL REPLY SAYING "WORKING ON". THIS PREVENTS HOLDING UP EASILY ANSWERED ITEMS FOR SOMETHING THAT REQUIRES SUBJECT SEARCH OR RE-VERIFICATION. IN FACT, IT WOULD BE A GOOD IDEA TO SEND NAV'S IN A SEPARATE MESSAGE.*

## NLC'S PROCEDURE FOR ANSWERING A REQUEST FROM A REGIONAL LIBRARY

When the NLC receives a message for requests, they send the materials they own to the original requesting library. However, when the NLC does not have the material requested, they search the UC and send locations within Nebraska back to the regional library.

## NEBRASKA UNION CATALOG (UC)

The UC was started in 1938 during the WPA days. It was established as an author entry catalog. No juvenile titles or subjects appear in this catalog.

There are 30 Nebraska libraries that participate in the UC. These libraries are called Participating Libraries. Below is a list of libraries and their symbols for the UC:

| | | |
|---|---|---|
| Nb | State Library | Lincoln |
| NbB | Beatrice Public Library | Beatrice |
| NbChT | Chadron State College | Chadron |
| NbCo | Columbus Public Library | Columbus |

| | | |
|---|---|---|
| NbCrD | Doane College | Crete |
| NbFb | Fairbury Public Library | Fairbury |
| NbFc | Falls City Public Library | Falls City |
| NbFr | Fremont Public Library | Fremont |
| NbFrM | Midland Lutheran College | Fremont |
| NbG | Grand Island Public Library | Grand Island |
| NbHi | Hastings Public Library | Hastings |
| NbHC | Hastings College | Hastings |
| NbHi | State Historical Society* | Lincoln |
| NbKT | Kearney State College | Kearney |
| NbL | Lincoln City Libraries | Lincoln |
| Nb-LC | Nebraska Library Commission | Lincoln |
| NbLU | Union College | Lincoln |
| NbLW | Nebraska Wesleyan University | Lincoln |
| NbNc | Nebraska City Public Library | Nebraska City |
| NbNf | Norfolk Public Library | Norfolk |
| NbNp | North Platte Public Library | North Platte |
| NbO | Omaha Public Library | Omaha |
| NbOC | Creighton University | Omaha |
| NbOLA | Joslyn Memorial* | Omaha |
| NbOM | University of Nebraska at Omaha | Omaha |
| NbPerT | Peru State College | Peru |
| NbS | Scottsbluff Public Library | Scottsbluff |
| NbU | University of Nebraska at Lincoln | Lincoln |
| NbU-M | University of Nebraska Medical Center at Omaha | Omaha |
| NbWayT | Wayne State College | Wayne |

*For consultation only (does not circulate materials)
NOTE: When locations are sent from NLC, the Nb is omitted.

These libraries send in a main entry card for every adult book they catalog. Analytic cards are not included in the UC. Then, the cards are filed in the UC. This takes a lot of time and effort. When a very recent book is requested, it may take awhile for it to appear.

Even so, some libraries are very reluctant to loan newer books because of the heavy usage by their own patrons. It is encouraged in this case for the library to purchase the book themselves.

It is very important that the cooperating libraries send their accessions and withdrawals regularly every three months or if a library accumulates cards at a great rate, to send in monthly. All accessions should have complete information as to author, title, publisher, date, etc. Also, if possible leave the upper left hand corner of the card free of the call number. These accessions should be alphabetized and counted before sending to the UC. It is very important to send withdrawals regularly so the UC can be kept current. The same information should be included on withdrawals as the accessions, so the correct edition can be withdrawn. The withdrawals should also be alphabetized and counted before sending.

After all the requests have been answered, NLC sends the answer back to the Regional Library. See the following answer to the sample request sent to NLC by a Regional Library:

**SAMPLE ANSWER TC REGIONAL REQUEST MESSAGE**

X REGIONAL LIBRARY

NEBR PLC
CURRENT DATE
RE:

1 AT OC, PERT, HC, LW, WAYT, AND O

2-3 SENDING

4 SENDING TO BIB

5 SENDING XEROX

6 WE VERFIED IN NEW SERIAL TITLES (NST) 1961-65, VOL. 2, P. 2557, AT UNIV. OF COLO., BOULDER; UNIV. OF TEXAS, AUSTIN; UNIV. OF MINN., MINNEAPOLIS

FOR XYZ COUNTY LIBRARY, D-VILLE

7 SENDING

FOR ABC PUBLIC LIBRARY, ABC

8 SENDING

9 SUBST 2 BKS ON HURRICANES

10 SENDING

11 AT U

12 SENDING FOR 2 WEEKS FROM CLEARINGHOUSE COLLECTION

13 SENDING FOR 2 WEEKS FROM CLEARINGHOUSE COLLECTION, CORRECT ENTRY

IS. COMMISSION ON LAW ENFORCEMENT AND CRIMINAL JUSTICE. "UNIFORM CRIME REPORTS." L2500S001-73. VER. NEBR. STATE PUBLICATIONS CHECKLIST V1.02 P. 35.

14 WORKING ON

15 WORKING ON

SENT MESSAGE TO THE BLIND

END MM

NEBR PLC

## INTERLIBRARY LOAN REQUESTS

After the Regional Library receives a UC location from the NLC, the next step is to request the material from the owning library. Any book requested from the collection of another library other than the NLC must be considered an Interlibrary Loan Request (ILLRQ). The Model Code on pages 19 & 20 sets forth the rules governing this procedure.

Not all participating libraries in the UC throughout the state require the same kind of request form, due to the fact that some of these libraries do not have TWX facilities.

The borrowing library has two methods of requesting the wanted materials. The Regional Libraries of the Nebraska Library Telecommunications Network generally agree to loan material when the borrowing library uses the NLC TWX request format as shown on page 15. The requesting library should indicate that a request has been cleared by NLC.

The following libraries do not have a TWX but their materials may be requested in NLC TWX format to the library indicated here:

| | |
|---|---|
| Hastings College Library | through Hastings PL |
| Kearney State College Library | through Kearney PL |
| Midland Lutheran College Library | through Fremont PL |
| Nebraska Western College Library | through Scottsbluff PL |
| Peru State College Library | through Beatrice PL |
| Platte Valley Bible College Library | through Scottsbluff PL |

However, some libraries in the TWX network ask that the American Library Association (ALA) ILLRQ format be used for requesting material.

Below is the ALA TWX format (from "Interlibrary Loan Procedure Manual", by Sara Thompson, 1970, pages 58-59).

**Book Request by TWX**

ILLRQ 1 7-1-73(current date)

INTERLIBRARY LOAN
X REGIONAL LIBRARY (requesting library)
X, NEBRASKA 68000

FOR: MRS. JOHN SMITH, STATUS OR OCCUPATION

BORING, EDWIN G.
HISTORY OF EXPERIMENTAL PSYCHOLOGY. APPLETON-CENTURY-CROFTS,
2ND ED. 1950
VER: NEBR UNION CAT
AUTHORIZED: B. JONES

REMARKS: PLS ADVISE IF THIS IS AVAILABLE FOR LOAN TO US AND IF SO SEND
ATTN:_____

END ILLRQ 1
END MM OR MORE
ANSWER BACK CODE

"More" indicates another request follows. There should be at least two line spaces between the two requests. Then the same format should be repeated from the very beginning only numbered as ILLRQ no. 2. Any succeeding requests should be handled the same way. A reason for this is each one of these requests could be divided and handled separately, therefore, you need your name and address on each request.

**Periodical Request by TWX**

ILLRQ 1 7-1-73 (current date)

INTERLIBRARY LOAN
X REGIONAL LIBRARY (requesting library)
X, NEBRASKA 68000

FOR: (IF FOR A PATRON LIST NAME AND STATUS OR OCCUPATION)

JOURNAL OF INTER-AMERICAN STUDIES V. 1 1962 (NAME OF PERIODICAL VOL. & DATE)
ALBA, SAUL: LATIN AMERICA: THE MIDDLE CLASS REVOLUTION: PROSPECTS
FOR CHANGE PP 66-77 (AUTHOR-TITLE-PAGES)
VER: NEBR UNION CAT & PAIS 1963, p 332
AUTHORIZED: B. JONES

REMARKS: PLS XEROX

END ILLRQ 1
END MM OR MORE
ANSWER BACK CODE

The following libraries ask that this format be used:

Lincoln City Library
University of Nebraska Medical Center, Omaha
University of Nebraska at Lincoln, Love Library (This library has a policy that they do not confirm a request is being sent unless the requesting library has stated that they do so).

The following libraries do not have a TWX but their materials may be requested in ALA TWX format through the Lincoln City Library:

Doane College Library
Union College Library
Nebraska Wesleyan University Library

The second method of requesting material is the ALA ILLRQ mail request form (see the sample below):

No. 688 GAYLORD BROS. INC

Date of request:

Call-No.

Borrowing Library

Fill in left half of form including both library addresses in full

Interlibrary Loan Department
Beatrice Free Public Library
Beatrice, Nebraska 68310

For use of Patron Status Dept.

Author (or periodical title, vol. and year)

Fold here

Pope, Alexander

Title (with author & pages for periodical articles) (Incl. edition, place & date) ☐ This edition only

Send sheets A, B and C to lending library, and enclose shipping label

The Poetical works of Alexander Pope, ed. ...
by Adolphous William Ward. London, Macmillan 1907

Verified in (or source of reference) Nebraska Union Catalog through NLC

Lending Library

If non-circulating, please supply ☐ Microfilm ☐ Hard copy if cost does not exceed $

Fill in pertinent items under REPORTS, return sheets B and C to borrowing library

Interlibrary Loan Department
Fairbury Public Library
Fairbury, Nebraska 68352

Form rev. 1-68

Note—The receiving library assumes responsibility for notification of non-receipt

AUTHORIZED BY: (FULL NAME) Mrs. Mary Beckwith

Title

REGISTERED TRADEMARK OF THE NATIONAL CASH REGISTER COMPANY

**A REQUEST**

**INTERLIBRARY LOAN REQUEST**

According to the A.L.A. Interlibrary Loan Code

**REPORTS:** Checked by

SENT BY: ☐ Library rate ☐

Charges $ Insured for $

Date sent

DUE

**RESTRICTIONS:** ☐ For use in library only

☐ Copying not permitted ☐

**NOT SENT BECAUSE:** ☐ In use ☐ Not owned ☐ Non circulating ☐

Estimated Cost of: Microfilm

Hard copy

**BORROWING LIBRARY RECORD:**

Date received

Date returned

By ☐ Library rate ☐

Postage enclosed $ Insured for $

**RENEWALS:** (Request and report on sheet C)

Requested on

Renewed to (or period of renewal)

This form has been completely filled out and ready for use. Complete instructions are printed on the left margin of each form. The yellow carbon is kept by the requesting library, all other copies are sent to the owning library who then in turn will keep the white copy for its files and return all other copies when the material is mailed out. These copies should be kept for ILLRQ files by the requesting library.

When this ILLRQ form is sent to the loaning library, a return label should accompany it to insure that the material will be sent to the correct address.

Libraries that will accept ALA ILLRQ forms by mail are:

Creighton University Library
Doane College Library
Falls City Public Library
Hastings College Library
Kearney State College Library
Midland Lutheran College Library
Nebraska City Public Library
Nebraska Western College Library
Nebraska Wesleyan University Library
Peru State College Library
Platte Valley Bible College Library
Union College Library
University of Nebraska at Lincoln, Love Library
Wayne State College Library

Any out-of-state locations received from BIB will also require ALA ILLRQ mail forms. BIB locations are sent to the Regional Library via TWX by the NLC as soon as they are received. BIB locations come to the NLC in coded form. Before they are forwarded to the Regional Library, they are decoded giving the name of the library and the city and state in which it is located.

All librarians, local and regional, should understand the ALA ILLRQ form, know where to purchase the forms (from most library supply firms), and know the translation of the UC symbols (see list on pages 13-14).

Some sample forms which may be useful for Interlibrary Loan Request records are shown below:

**FOR LOANING LIBRARY**

1. LIBRARY_____
2. AUTHOR_____
3. TITLE_____
4. SUBJECT_____
5. TWX REQUEST DATE_____
6. LOCATION_____
7. SECOND REQUEST DATE_____
8. NOT NEEDED AFTER_____
9. STAFF MEMBER INITIAL_____
10. MATERIAL DUE DATE_____
11. MATERIAL RETURN DATE_____

**FOR BORROWING LIBRARY**

NAME_____
ADDRESS_____
PHONE_____
AUTHOR_____
BOOK_____
NOT WANTED AFTER_____
PUB. & DATE_____
LENDING LIBRARY_____
DATE DUE_____
DATE RETURNED_____

After the request has been sent, the owning library will take over. When the owning library is contacted by TWX or receives the ILLRQ form, it should answer the request or send out the requested material within a 24 hour period if possible. If the material cannot be provided, an explanation should accompany the return notice as to why it cannot be sent.

Policies differ in postage, mailing and loan periods. These should be worked out between the borrowing and requesting library.

If correspondence on an ILLRQ is necessary, be sure to list enough information so that the loaning library can trace the request. Include call number, if one was given, due date, and also the author and title.

If at any time a requesting library has been waiting a reasonable amount of time and they have not received the material they ordered, it would be wise to inquire about it.

It is very important that the borrowing library return the material promptly to the library which owns it (unless otherwise directed) on or BEFORE the date due.

If the ALA Interlibrary Loan Form has been used, mail separately the yellow copy to the loaning library to inform them you are sending back the material and that they should be looking for it.

We have just completed the cycle of a request; starting with the local patron, going through all the steps it takes to complete it. We should remind everyone that any request should start at the local cooperating library level. Encourage all libraries to stress this to all their patrons. This includes all college and universities, secondary and primary schools as well. Everyone of these institutions has access to the TWX network through their local cooperating library. Just one telephone call can start the wheels in motion for them.

## PART II SPECIAL SERVICES AVAILABLE VIA TWX COMMUNICATIONS NETWORK

The Nebraska Library Commission, besides giving the Interlibrary Loan search and services, does have some added services that should be mentioned so that they can be used to their full potential.

### A. BIOMEDICAL REQUEST SEARCH

Libraries can contact the University of Nebraska Medical Center in Omaha (TWX 910-622-8353) for any information pertaining to medicine. They are more capable in handling requests of this nature. If they cannot answer your request from their collection, they will initiate a regional search.

Be sure when sending your ALA TWX ILLRQ that you include the patron status or occupation. They need this information for federal records.

### B. THE LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED

This library serves anyone unable to read regular print with ease because of a physical handicap. All they need to start service for a patron is a statement from a competent authority stating the person's handicap.

The Library for the Blind and Physically Handicapped offers many types of media to your patrons. In your message you may use these abbreviations:

| | |
|---|---|
| Large Print | LP |
| Braille | BR |
| Magnetic Tape (open reel) | MT |
| Cassette Book | CB |

### C. FILM SERVICE

This service is offered through the Lincoln City Library. They should be contacted directly no more than one year before the film is needed. They offer 16mm films for viewing. A catalog of their holdings may be requested from NLC.

Requirements are:

1. Title of film or substitute titles acceptable.
2. Showing date and alternate dates if possible.
3. Type of audience (particularly for Police films)
4. The library and city where film should be sent

## PART III ADDITIONAL TWX INFORMATION

### A. LIST OF ABBREVIATIONS USED FOR THE TWX

| | |
|---|---|
| ATTN | Attention |
| ILLRQ | Interlibrary Loan Request |
| LOCS | Locations |
| MIN | Wait One Minute |
| MSG | Message |
| NAV | Not Able to Verify |
| NLC | Nebraska Library Commission |
| OK | All Right, Yes |
| PLS | Please |
| RE | In Reference To |
| REQ | Request |
| RES | Reserve |
| SUBST | Substitute |
| TNX | Thanks |
| TWX | Teletypewriter Exchange System |
| UC | Nebraska Union Catalog |

### B. BIBLIOGRAPHIC VERIFICATION TOOLS ABBREVIATIONS USED FOR THE TWX

| | |
|---|---|
| BIB | Bibliographical Center for Research, Denver |
| BIP | Books in Print |
| BPR | Book Publishing Record |
| C/A | Contemporary Authors |
| CBI | Cumulative Book Index |
| FORTH | Forthcoming Books and New Books in Print |
| LCC | Library of Congress Catalog |
| ND | No Date |
| NST | New Serial Titles |
| NUC | National Union Catalog |
| PTLA | Publishers Trade List Annual |
| RA | Readers Advisor |
| RG | Readers Guide to Periodical Literature |
| SGBIP | Subject Guide to Books in Print |
| ULS | Union List of Serials |
| VER | Verify or Verification |
| VOL | Volume |

### C. TWX SUPPLIES

In order to operate the machine correctly, you have to have the proper supplies. To make sure of this, you should be sure to order the supplies by their proper name.

Each library seems to have their own source of supplies. It would probably be a good idea to keep your number for supplies as handy as your trouble number for the TWX.

Paper – this paper should produce on carbon copy. This is called pre-carboned teletype paper Type 33 Teletypewriter Machine, 8 7/16" wide, 4½" diameter roll.

Ribbons – should be installed whenever there is difficulty reading the print. The ribbons are called: Standard Ribbon for Type 33 Teletypewriter Machine, Nylon, Black, Record, Medium, ½" wide.

Tape – this is the tape used that punches out the message and then is used to transmit the message later. This is called paper perforator tape for Type 33 ARS Teletypewriter Machine, 8 channel, 1" wide, 8" diameter roll, oiled.

### D. ADDITIONAL OPERATION PROCEDURES

Actual operation instructions are found in the **Teletypewriter Operating Instruction Handbook No. 33,** which is given to each library when the machine is installed. Additional information is available from Western Union or feel free to ask NLC for information if you think that they can be of help.

When you are having trouble with the TWX machine, always make sure that the machine is still plugged in and that you have full power. Then if this all checks out, call your Western Union service number 9-112-800-9396. When you call this number, be sure you have your TWX number handy. It will be needed when the service man takes the trouble call.

In case the TWX machines all over the state are effected **in the event of a state emergency or a disaster, etc.,** we have set up this procedure so that service will continue. Type your messages as usual on local and then just send us the copy that you typed. We will answer your request via telephone then. This will enable the local cooperating library to call you as before. It will allow for continuation of the usual service until the TWX is restored. In this process, it will still be necessary for the TWX library to retain a copy of the request as usual because the answers will be given in the usual brief form with referral to date and number of request instead of author, title, etc.

If at any time something happens to your machine that you are receiving a message and it is not coming through right, press the "BREAK" key (right side of keyboard) and this will stop the message from coming in and give you a chance to figure out what the trouble is. You should explain after you press the "BREAK" key saying "MIN PLS." This will let them know you are having trouble. When you have corrected the problem on your machine, press the "BREAK KEY RELEASE" (upper right on the machine). This will release the break so that the operator at the other end can start the message again.

This also brings about the subject of on-the-line communications. If for any reason you need immediate attention to your message you can follow this procedure:

Press control button and bell button on the keyboard about three or four times and wait for response. If none comes, try again. Person at other end usually will answer by typing a question or answer of some type. You can continue to discuss you need. When through indicate to person you are signing off and then press "clear" button (lower right hand side of machine).

## PART IV MODEL CODE

This "MODEL CODE" was adopted from the ALA, Reference Services Division, Interlibrary Loan Committee (revised January 28, 1969) and was passed at the 1971 fall Nebraska Library Association state meeting.

NLA approved the code so that there would be some kind of guidelines for the use of Interlibrary Loans. The main point was to encourage Interlibrary Loans by liberalization of the code but still have some kind of order to follow.

**I. DEFINITION**

1. Interlibrary loans are transactions in which library materials are made available by one library to another; for the purposes of this code they also include the provision of copies as substitutes for loans of the original materials.

**II. PURPOSE**

1. Since it is increasingly evident that it is impossible for any one library to be self-sufficient, and in the belief that the furtherance of knowledge is in the general interest, interlibrary borrowing and lending is regarded by the libraries subscribing to this agreement as essential to library service.

**III. RESPONSIBILITY OF LENDING LIBRARIES**

1. Lending libraries will practice as liberal and unrestrictive a policy as is possible in Interlibrary Loans, with due consideration to the interests of their primary clientele.
2. Lending libraries have the responsibility of informing borrowing libraries of any failure to observe the provisions of this code, and if necessary may involve the provisions stated in Section XII of this code.

**IV. RESPONSIBILITY OF BORROWING LIBRARIES**

1. It is recognized that interlibrary lending does not relieve any library of the responsibility of developing its own collection. Each library will provide the resources to meet the ordinary study, educational, instructional, informational, and research needs of its users. Requests to borrow from other libraries will be limited to those items which the library might not be expected to own. No library should depend upon another to supply the normal needs of its clientele except under special agreement for such service.
2. Borrowing libraries will make every effort to exhaust their own resources before resorting to Interlibrary Loans.
3. Borrowing libraries will screen carefully all applications for loans, rejecting those which do not conform to this code. (See also Article VII, Conditions of Loans; Article IX, Form of Request).

**V. SCOPE**

1. Any type of library material needed for the purposes of study, instruction, information, research, or personal enjoyment, may be requested on loan or in photocopy from another library. The lending library has the privilege of deciding in each case whether a particular item should or should not be provided, and whether the original or a copy should be sent. These decisions may be determined by the nature of the material or its physical condition, the degree of active demand for the material requested or any other reasons deemed valid by the lending library.

2. Under the terms of this agreement it is permissable to request on Interlibrary Loan:
   a. Materials collected in specialized subject fields and in special nonrestricted collections;
   b. Materials collected under special acquisition agreements;
   c. Materials bought under special grant or other programs intended to promote economical use of the total resources of the area;
   d. Reference materials whenever lending might not hinder the service of the lending library.
3. Under the terms of this agreement, borrowing libraries will not ordinarily request:
   a. Books in current and/or recurring demand;
   b. Bulky or fragile materials;
   c. Rare materials;
   d. A large number of titles for one person at any one time;
   e. Duplicates of titles already owned;
   f. Materials which can be copied cheaply;
   g. Materials in quantity.

## VI. EXPENSES

1. The borrowing library should be prepared to assume any costs charged by the lending library as agreed upon in this code. If the charges are more than nominal, and not authorized beforehand by the borrowing library, the lending library will inform the requesting library and obtain authorization to proceed with the transaction. Borrowing libraries should attempt to anticipate charges and authorize them on the initial request.
2. In the interest of efficiency lending libraries are urged to absorb nominal costs for:
   a. Postage;
   b. Photocopying;
   c. Insurance.
3. Libraries may make special contractual or other arrangements including financial reimbursement or other adjustments, in recognition of costs incurred by libraries whose resources are used extensively under this agreement.

## VII. CONDITIONS OF LOANS

1. The borrowing library will honor any limitations on use imposed by the lending library.
2. Unless specifically forbidden by the lending library, it is assumed that copying is permitted, provided that it is in accordance with copyright law and ALA policy and further, provided no damage to the original volume will result.
3. The borrowing library is responsible for returning loans promptly and in good condition.
4. The safety of borrowed materials is the responsibility of the borrowing library. The borrowing library will meet all costs of repair or replacement in accordance with the preferences of the lending library.

## VIII. PLACEMENT OF REQUESTS

1. Special arrangements for lending of materials by designated resource libraries may be made within the context of this agreement. Requests should be routed through such established channels as may be agreed upon by libraries participating in a local, state, or regional plan for library service.
2. Every effort will be made to locate materials through available local, state, and regional union catalogs, book catalogs, and union lists.
3. Requests may be made by mail, or transmitted by special or regularly scheduled messenger service, using the standard ALA form or the ALA photoduplication form (or a mutually acceptable form) or by teletype, using a format based on the standard form. When mutually agreeable, telephone requests are acceptable and shall be confirmed by the mailing of the standard form unless the lending library waives this record.
4. No library will lend directly to an individual on an Interlibrary Loan basis, except by mutual agreement between the borrowing and the lending libraries.

## IX. FORM OF REQUEST

1. Materials requested must be described as completely and accurately as possible following accepted bibliographic practice.
2. All items requested shall be verified in standard bibliographic tools and sources of verification cited as completely as possible. When the item requested cannot be verified, the statement "cannot verify" shall be indicated, and complete information as to source of reference and search tools consulted shall be furnished.
3. If verification is disregarded, or the bibliographic data is incorrect, and unless special agreement otherwise provides, the lending library may return the request unfilled without special effort to identify the reference.
4. All requests and shipments shall be conspicuously labeled "Interlibrary Loan."

## X. DURATION OF LOAN

1. Unless otherwise specified by the lending library, the duration of the loan shall be calculated as the time the item is to be in the borrowing library, disregarding the time spent in transit. The period of loan shall be that ordinarily extended by the lending library.
2. Renewal requests shall be kept to a minimum. The renewal request shall be sent in time to reach the lending library before the due date. The lending library should respond to renewal requests promptly; if it does not, it will be assumed that renewal for the same period as the original loan is granted.
3. The borrowing library is responsible for returning Interlibrary Loans promptly and in good condition.
4. Material on loan is subject to recall at any time and the borrowing library shall comply promptly.

## XI. NOTIFICATION AND ACKNOWLEDGEMENT

1. The lending library shall notify the borrowing library promptly whether or not the material is being sent; if the material cannot be supplied, the lending library shall state the reason.
2. Except in the case of very valuable shipments, no acknowledgemnt of receipt is necessary. If there is undue delay in receipt of shipments, the borrowing library shall notify the lending library so that a search may be initiated.

## XII. VIOLATION OF THE CODE

1. Continued disregard of the provisions of this code shall be sufficient reason for suspension of borrowing privileges.

## PART V COLLEGE AND UNIVERSITY DIRECTORY

| COLLEGE | ADDRESS | PHONE |
|---|---|---|
| Chadron State College<br>TWX 910-620-9032 | Chadron, NE 69337 | (308) 432-4451 |
| Concordia Teachers College | 800 North Columbia Ave.<br>Seward, NE 68434 | (402) 643-3651 |
| Creighton University | Alumni Memorial Library<br>2500 California Street<br>Omaha, NE 68131 | (402) 536-2705 |
| Dana College | C.A. Dana - LIFE Library<br>Blair, NE 68008 | (402) 426-4101 |
| Doane College | Crete, NE 68333 | (402) 826-2161<br>Ext. 224 |
| Fairbury Junior College | Fairbury, NE 68352 | (402) 729-6148 |
| Hastings College | Perkins Library<br>Hastings, NE 68901 | (402) 463-2406 |
| John F. Kennedy College | Wahoo, NE 68066 | (402) 443-4171 |
| Kearney State College | Calvin T. Ryan Library<br>Kearney, NE 68847 | (308) 268-4218 |
| McCook College | McCook, NE 69001 | (308) 345-4833 |
| Midland Lutheran College | Fremont, NE 68025 | (402) 721-5480 |
| Nebraska Wesleyan University | 50th & St. Paul Streets<br>Lincoln, NE 68504 | (402) 466-2371 |
| Nebraska Western College | Scottsbluff, NE 69361 | (308) 635-3681 |
| North Platte Junior College | North Platte, NE 69101 | (308) 532-6827 |
| Northeastern Nebraska College | 510 Phillip Avenue<br>Norfolk, NE 68701 | (402) 371-2020 |
| Peru State College | Peru, NE 68421 | (402) 872-3815 |
| Platte College | P.O. Box 1072<br>Columbus, NE 68601 | (402) 564-7132 |
| Platte Valley Bible College | P.O. Box 633<br>Scottsbluff, NE 69361 | (308) 632-6933 |
| Union College | Lincoln, NE 68506 | (402) 488-2331 |
| University of Nebraska–Lincoln<br>TWX 910-621-8232 | Don L. Love Memorial Library<br>13th & R Streets<br>Lincoln, NE 68508 | (402) 472-7211 |
| University of Nebraska–Omaha<br>TWX 910-622-8385 | Gene Eppley Library<br>Box 688, Downtown<br>Omaha, NE 68101 | (402) 553-1170 |
| University of Nebraska<br>Medical Center<br>TWX 910-622-8353 | 42nd and Dewey Avenue<br>Omaha, NE 68105 | (402) 541-4006 |
| Wayne State College | Wayne, NE 68787 | (402) 375-2200 |
| York College | Levitt Library<br>York, NE 68467 | (402) 362-4441 |

## PART VI DIRECTORY TO THE PUBLIC LIBRARIES

| TOWN-LIBRARY | ZIP | NETWORK | REGIONAL LIBRARY |
|---|---|---|---|
| Adams PL<br>*(402) 988-3480 | 68301 | SE | Beatrice |
| Ainsworth, Alder PL<br>(402) 387-2032 | 69210 | MS | Valentine |
| Albion PL<br>(402) 395-2021 | 68620 | N | Columbus |
| Alexandria PL<br>*(402) 749-3160 | 68303 | SE | Fairbury |
| Allen, Springbank T.<br>*(402) 635-231[illegible] | 68710 | N | Norfolk |
| Alliance PL<br>(308) 762-1387 | 69301 | P | Scottsbluff |
| Alma PL<br>(308) 928-2600 | 68920 | C | Holdrege |
| Anselmo PL<br>*(308) 749-2439 | 68813 | MS | Valentine |
| Ansley TL<br>*(308) 935-2983 | 68814 | MS | Valentine |
| Arapahoe PL<br>*(308) 962-7229 | 68922 | C | Holdrege |
| Arcadia TL<br>*(308) 789-3294 | 68815 | MS | Valentine |
| Arlington PL<br>(402) 478-4545 | 68002 | M | Omaha |
| Arnold, E.S. & S.A. Finch ML<br>(308) 848-2574 | 69120 | MS | Valentine |
| Arthur Co. L<br>(308) 764-2081 | 69121 | MS | Valentine |
| Ashland PL<br>*(402) 944-3597 | 68003 | M | Omaha |
| Atkinson TL<br>(402) 925-2855 | 68713 | MS | Valentine |
| Auburn PL<br>(402) 274-4023 | 68305 | SE | Beatrice |
| Aurora PL<br>(402) 692-2272 | 68818 | C | Grand Island |
| Avoca Com L<br>*(402) 275-3203 | 68307 | SE | Lincoln |
| Axtell, Mirage TL<br>(308) 743-2209 | 68924 | C | Holdrege |
| Bartley Com L<br>None | 69020 | MS | McCook |
| Bassett, Rock Co. L<br>(402) 684-3800 | 68714 | MS | Valentine |
| Battle Creek PL<br>*(402) 675-3423 | 68715 | N | Norfolk |
| Bayard PL<br>(308) 586-1144 | 69334 | P | Scottsbluff |
| Beatrice Free PL<br>(402) 223-3236 | 68310 | SE | (TWX) |
| Beaver City PL<br>*(308) 268-3685 | 68926 | C | Holdrege |
| Beemer, Karlen ML<br>(402) 528-3476 | 68716 | N | Columbus |
| Bellevue PL<br>(402) 291 6691 | 68005 | M | Omaha |
| Bennington PL<br>*(402) 238-2405 | 68007 | M | Omaha |
| Berwyn TL<br>*(308) 935-3539 | 68819 | MS | Valentine |
| Big Springs PL<br>*(308) 889-3386 | 69122 | P | Sidney |
| Blair PL<br>(402) 426-3617 | 68008 | M | Omaha |
| Bloomfield PL<br>*(402) 373-4914 | 68718 | N | Norfolk |
| Bloomington PL<br>*(308) 775-2702 | 68929 | C | Holdrege |
| Blue Hill PL<br>*(402) 742-3696 | 68930 | C | Hastings |
| Bridgeport PL<br>(308) 262-0326 | 69336 | P | Scottsbluff |
| Broadwater PL<br>*(308) 262-0326 | 69125 | P | Scottsbluff |
| Broken Bow Car L<br>(308) 872-2927 | 68822 | MS | Valentine |

| TOWN-LIBRARY | ZIP | NETWORK | REGIONAL LIBRARY |
|---|---|---|---|
| Brownville PL<br>None | 68321 | SE | Beatrice |
| Bruning PL<br>*(402) 353-2[illegible]35 | 68322 | SE | Fairbury |
| Burwell Car L<br>(308) 346-7310 | 68823 | MS | Valentine |
| Butte Davies ML<br>(402) 775-220[illegible] | 68722 | MS | Valentine |
| Byron PL<br>*(402) 237-4632 | 68325 | MS | Valentine |
| Callaway PL<br>*(308) 836-4408 | 68825 | MS | Valentine |
| Cambridge, Butler ML<br>(308) 697-3836 | 69022 | C | Holdrege |
| Campbell PL<br>*(402) 778-2657 | 68932 | C | Holdrege |
| Carleton Com L<br>None | 68326 | SE | Fairbury |
| Carroll PL<br>*(402) [illegible]35-4841 | 68723 | N | Norfolk |
| Cedar Rapids PL<br>*(402)<br>Operator Call 2817 | 68627 | N | Columbus |
| Central City, Hards ML<br>(402) 946-2512 | 68826 | C | Grand Island |
| Chadron Car L<br>(308) 432-2891 | 69337 | P | Scottsbluff |
| Chappell ML<br>(308) 874-2626 | 69129 | P | Sidney |
| Chester PL<br>*(402) 324-5202 | 68327 | SE | Fairbury |
| Clarks, Clarksville TL<br>*(308) 548-2420 | 68628 | C | Grand Island |
| Clarkson ML<br>None | 68629 | N | Columbus |
| Clay Center PL<br>*(402) 762-6175 | 68933 | C | Hastings |
| Columbus PL<br>(402) 564-7116 | 68601 | N | (TWX) |
| Comstock TL<br>*(308) 628-2153 | 68828 | MS | Valentine |
| Cook PL<br>*(402) 864-4272 | 68329 | SE | Beatrice |
| Cozad PL<br>(308) 784-2019 | 69130 | C | Kearney |
| Crab Orchard PL<br>None | 68332 | SE | Beatrice |
| Craig PL<br>(402) 377-2641 | 68019 | N | Columbus |
| Crawford PL<br>*(308) 665-1294 | 69339 | P | Scottsbluff |
| Creighton PL<br>(402) 358-5115 | 68729 | N | Norfolk |
| Crete PL<br>(402) 826-4311 | 68333 | SE | Lincoln |
| Crofton, Eastern TL<br>None | 68730 | N | Norfolk |
| Culbertson PL<br>*(308) 278-2365 | 69024 | MS | McCook |
| Curtis PL<br>(308) 367-4148 | 69025 | MS | McCook |
| Dakota City PL<br>None | 68731 | N | Sioux City, Ia. |
| Dalton PL<br>(308) 376-2413 | 69131 | P | Sidney |
| Davenport PL<br>*(402) 364-3387 | 68335 | SE | Fairbury |
| David City PL<br>(402) 367-3100 | 68632 | N | Columbus |
| Dawson, J.G. Smith ML<br>*(402) 883-2784 | 68337 | SE | Beatrice |
| Daykin PL<br>*(402) 446-3400 | 68338 | SE | Fairbury |
| Decatur PL<br>(402) 349-5525 | 68020 | N | Columbus |

| TOWN-LIBRARY | ZIP | NETWORK | REGIONAL LIBRARY |
|---|---|---|---|
| Deshler PL (402) 365-0037 | 68340 | SE | Fairbury |
| DeWitt PL *(402) 683-2730 | 68341 | SE | Lincoln |
| Diller PL *(402) 793-5818 | 68342 | SE | Fairbury |
| Dodge, John Rogers ML *(402) 693-2460 | 68633 | M | Omaha |
| Dorchester Com L *(402) 946-3217 | 68343 | SE | Lincoln |
| Edgar PL *(402) 224-3495 | 68935 | C | Hastings |
| Elgin PL *(402) 843-5560 | 68636 | N | Norfolk |
| Elkhorn PL (402) 289-2678 | 68022 | M | Omaha |
| Elm Creek PL *(308) Operator Call 4477 | 68836 | C | Kearney |
| Elmwood PL (402) 994-2575 | 68349 | SE | Lincoln |
| Elwood PL *(308) 785-2538 | 68937 | C | Holdrege |
| Emerson PL *(402) 695-2280 | 68733 | N | Norfolk |
| Ericson PL None | 68637 | MS | Valentine |
| Eustis PL *(308) 486-2512 | 69028 | MS | McCook |
| Ewing TL *(402) 626-7666 | 68735 | MS | Valentine |
| Exeter PL (402) 266-5331 | 68351 | SE | Lincoln |
| Fairbury PL (402) 729-2843 | 68352 | SE | (TWX) |
| Fairfield PL *(402) 270-3895 | 68938 | C | Hastings |
| Fairmont PL *(402) 268-347[illegible] | 68354 | SE | Lincoln |
| Falls City, Lydia B. Woods ML (402) 245-2913 | 68355 | SE | Beatrice |
| Farnam PL *(308) 569-2318 | 69029 | C | Kearney |
| Franklin Car L (308) 425-3162 | 68939 | C | Holdrege |
| Fremont, Keene ML (402) 721-5084 | 68025 | M | (TWX) |
| Friend, Gilbert PL *(402) 947-2841 | 68359 | SE | Lincoln |
| Fullerton PL *(402) 536-2634 | 68638 | N | Columbus |
| Geneva PL (402) 759-3416 | 68361 | SE | Lincoln |
| Genoa PL (402) 993-2943 | 68640 | N | Columbus |
| Gering PL (308) 436-5096 | 69341 | P | Scottsbluff |
| Gibbon PL (308) 468-5889 | 68840 | C | Kearney |
| Giltner PL None | 68841 | C | Grand Island |
| Gordon PL (308) 282-1198 | 69343 | MS | Valentine |
| Gothenburg PL (308) 537-2591 | 69138 | C | Kearney |
| Grand Island PL (308) 382-4894 | 68801 | C | (TWX) |
| Grant PL *(308) 352-4345 | 69140 | MS | North Platte |
| Greeley PL *(308) 428-3952 | 68842 | MS | Valentine |
| Gresham PL *(402) 735-3505 | 68367 | SE | Lincoln |
| Gretna PL *(402) 332-3344 | 68020 | M | Omaha |

| TOWN-LIBRARY | ZIP | NETWORK | REGIONAL LIBRARY |
|---|---|---|---|
| Guide Rock, Auld-Doudna PL *(402) 257-3655 | 68942 | C | Hastings |
| Hardy PL *(402) 279-3895 | 68943 | C | Hastings |
| Hartington PL (402) 254-6245 | 68739 | N | Norfolk |
| Harvard PL (402) 772-7107 | 68944 | C | Hastings |
| Hastings PL (402) 462-8320 | 68901 | C | (TWX) |
| Hay Springs, Cravath ML *(308) 638-3461 | 69347 | MS | Valentine |
| Hayes Center None | 69032 | MS | McCook |
| Hebron, Secrest PL (402) 768-6701 | 68370 | SE | Fairbury |
| Hemingford PL (308) 487-3830 | 69348 | P | Scottsbluff |
| Hildreth PL *(308) 938-2715 | 68947 | C | Holdrege |
| Holbrook PL *(308) 493-5632 | 68948 | C | Holdrege |
| Holdrege PL (308) 995-5722 | 68949 | C | (TWX) |
| Homer PL *(402) 698-2385 | 68030 | N | Sioux City, Ia. |
| Hooper PL *(402) 654-3540 | 68031 | M | Omaha |
| Howells PL *(402) Operator Call 9402 | 68641 | N | Columbus |
| Humboldt, Bruun ML (402) 862-5581 | 68376 | SE | Beatrice |
| Humphrey PL *(402) Operator Call 4742 | 68642 | N | Columbus |
| Hyannis, Grant Co L (308) 458-2218 | 69350 | MS | Valentine |
| Imperial PL (308) 882-4754 | 69033 | MS | McCook |
| Indianola PL (308) 364-2201 | 69034 | MS | McCook |
| Kearney PL (308) 234-9722 | 68847 | C | (TWX) |
| Kimball PL (308) 235-4523 | 69145 | P | Sidney |
| Laurel PL None | 68745 | N | Norfolk |
| Leigh PL *(402) 487-2488 | 68643 | N | Columbus |
| Lewellen PL (308) 778-5511 | 69147 | P | Sidney |
| Lexington PL (308) 324-2151 | 68850 | C | Kearney |
| Lincoln City L (402) 435-2146 | 68508 | SE | (TWX) |
| Lisco PL *(308) 772-4458 | 69148 | P | Sidney |
| Litchfield TL None | 68852 | MS | Valentine |
| Lodgepole, Nancy Fawcett ML (308) Operator Call 4591 | 69149 | P | Sidney |
| Louisville PL None | 68037 | SE | Lincoln |
| Loup City TL (308) 745-1630 | 68853 | MS | Valentine |
| Lyman PL *(308) 984-1959 | 69352 | P | Scottsbluff |
| Lyons PL *(402) 687-2739 | 68038 | N | Columbus |
| McCook PL (308) 345-1906 | 69001 | MS | (TWX) |
| Madison PL None | 68748 | N | Norfolk |

| TOWN-LIBRARY | ZIP | NETWORK | REGIONAL LIBRARY |
|---|---|---|---|
| Mason City, Sunshine TL *(308) 732-3269 | 68855 | MS | Valentine |
| Mead PL *(402) 624-2125 | 68041 | M | Omaha |
| Meadow Grove PL *(402) 634-2207 | 68752 | N | Norfolk |
| Merna, Brenizer PL *(308) 643-2268 | 68856 | MS | Valentine |
| Milford PL (402) 761-5191 | 68405 | SE | Lincoln |
| Milligan PL None | 68406 | SE | Lincoln |
| Minden, Jensen ML (308) 832-2648 | 68959 | C | Holdrege |
| Minatare PL (308) 783-1414 | 69356 | P | Scottsbluff |
| Mitchell, Quivey ML (308) 623-2222 | 69357 | P | Scottsbluff |
| Monroe TL *(402) 495-2672 | 68647 | N | Columbus |
| Morrill PL (308) 247-2611 | 69358 | P | Scottsbluff |
| Mullen, Hooker Co L (308) 546-2240 | 69152 | MS | Valentine |
| Nebraska City, Morton-James PL (402) 873-5609 | 68410 | SE | Beatrice |
| Nehawka PL *(402) 227-3487 | 68413 | SE | Lincoln |
| Neligh PL *(402) 887-4444 | 68756 | N | Norfolk |
| Nelson PL *(402) 225-3557 | 68961 | C | Hastings |
| Nemaha, Mental Culture Club L *(402) 824-5255 | 68414 | SE | Beatrice |
| Newman Grove PL (402) 447-2331 | 68758 | N | Norfolk |
| Niobrara PL *(402) 857-3417 | 68760 | N | Norfolk |
| Norfolk PL (402) 371-4590 | 68701 | N | (TWX) |
| North Bend PL (402) 652-8356 | 68649 | M | Omaha |
| North Loup PL *(308) 496-3428 | 68859 | MS | Valentine |
| North Platte PL (308) 532-6560 | 69101 | MS | (TWX) |
| Oakdale PL *(402) 776-2460 | 68761 | N | Norfolk |
| Oakland PL *(402) 685-5029 | 68045 | N | Columbus |
| Oconto PL *(308) 858-4859 | 68860 | MS | Valentine |
| Ogallala, Goodall CL (308) 284-4364 | 69153 | MS | North Platte |
| Omaha PL (402) 342-4766 | 68102 | M | (TWX) |
| O'Neill, Gratton TL (402) 336-3110 | 68763 | MS | Valentine |
| Orchard PL *(402) 893-3686 | 68764 | N | Norfolk |
| Ord TL (308) 728-3012 | 68862 | MS | Valentine |
| Orleans, Cordelia B. Preston ML (308) 473-3425 | 68966 | C | Holdrege |
| Osceola PL (402) 747-4301 | 68651 | N | Columbus |
| Oshkosh PL (308) 772-3678 | 69154 | P | Sidney |
| Osmond PL (402) 748-6752 | 68765 | N | Norfolk |
| Overton Com L (308) 987-2543 | 68863 | C | Kearney |
| Oxford PL *(308) 824-3455 | 68967 | C | Holdrege |
| Palisade PL *(308) 285-3366 | 69040 | MS | McCook |
| Palmer PL (308) 894-5305 | 68864 | C | Grand Island |
| Papillion PL (402) 339-3177 | 68046 | M | Omaha |
| Pawnee City Car PL *(402) 852-6441 | 68420 | SE | Beatrice |
| Paxton PL None | 69155 | MS | North Platte |
| Pender, House ML (402) 972-2521 | 68047 | N | Norfolk |
| Pierce PL *(402) 329-6890 | 68767 | N | Norfolk |
| Pilger PL *(402) 396-3198 | 68768 | N | Norfolk |
| Plainview Car L (402) 582-4507 | 68769 | N | Norfolk |
| Plattsmouth PL (402) 296-4154 | 68048 | SE | Lincoln |
| Polk PL *(402) 765-3141 | 68654 | N | Columbus |
| Ponca PL *(402) 755-2880 | 68770 | N | Norfolk |
| Potter PL (308) 879-4239 | 69156 | P | Sidney |
| Ralston PL (402) 331-7636 | 68127 | M | Omaha |
| Randolph PL (402) 337-0073 | 68771 | N | Norfolk |
| Ravenna PL *(308) 372-3247 | 68869 | C | Kearney |
| Red Cloud, Auld PL (402) 746-3352 | 68970 | C | Hastings |
| Rising City Com L *(402) 542-4681 | 68658 | N | Columbus |
| Rushville PL *(308) 327-2494 | 69360 | MS | Valentine |
| Ruskin PL *(402) 226-2811 | 68974 | C | Hastings |
| St. Edward PL *(402) 678-2623 | 68660 | N | Columbus |
| St. Paul PL *(308) 754-4344 | 68873 | C | Grand Island |
| Sargent PL *(308) 527-3241 | 68874 | MS | Valentine |
| Schuyler PL (402) 352-2221 | 68661 | N | Columbus |
| Scotia PL *(308) 245-4060 | 68875 | MS | Valentine |
| Scottsbluff PL (308) 632-4424 | 69361 | P | (TWX) |
| Scribner PL (402) 664-3213 | 68057 | M | Omaha |
| Seward PL (402) 643-3318 | 68434 | SE | Lincoln |
| Shelton PL (308) 647-5182 | 68876 | C | Kearney |
| Shickley PL *(402) 627-3045 | 68436 | SE | Lincoln |
| Sidney PL (308) 254-3110 | 69162 | P | (TWX) |
| Silver Creek TL *(308) 773-2489 | 68663 | C | Grand Island |
| Snyder PL (402) 568-2570 | 68664 | M | Omaha |
| South Sioux City PL *(402) 494-1586 | 68776 | N | Sioux City, Ia. |
| Spalding PL *(308) 497-2663 | 68665 | MS | Valentine |
| Spencer TL *(402) Operator Call 3351 | 68777 | MS | Valentine |
| Springfield PL (402) 253-2204 | 68059 | M | Omaha |
| Stanton PL (402) 439-2230 | 68779 | N | Norfolk |

| TOWN-LIBRARY | ZIP | NETWORK | REGIONAL LIBRARY |
|---|---|---|---|
| Stapleton, Logan Co L<br>*(308) 636-2456 | 69163 | MS | Valentine |
| Stella PL<br>None | 68442 | SE | Beatrice |
| Sterling PL<br>*(402) 866-4451 | 68443 | SE | Beatrice |
| Stratton PL<br>*(308) 276-3396 | 69043 | MS | McCook |
| Stromsburg PL<br>*(402) 764-5717 | 09666 | N | Columbus |
| Stuart TL<br>*(402) 924-3246 | 68780 | MS | Valentine |
| Superior Car L<br>(402) 879-4200 | 68978 | C | Hastings |
| Sutherland PL<br>*(308) 386-4412 | 69165 | MS | North Platte |
| Sutton PL<br>*(402) 773 5305 | 68979 | C | Hastings |
| Swanton PL<br>None | 68445 | SE | Lincoln |
| Syracuse PL<br>(402) 269-5431 | 68446 | SE | Beatrice |
| Table Rock PL<br>*(402) 839-4209 | 68447 | SE | Beatrice |
| Talmage PL<br>*(402) 264-3425 | 68448 | SE | Beatrice |
| Taylor PL<br>*(308) 942-3365 | 68879 | MS | Valentine |
| Tecumseh City L<br>*(402) 335-3429 | 68450 | SE | Beatrice |
| Tekamah Car PL<br>(402) 374-2453 | 68061 | N | Columbus |
| Thedford, Thomas Co L<br>(308) 645-2237 | 69166 | MS | Valentine |
| Tilden PL<br>(402) 368-9389 | 68781 | N | Norfolk |
| Tobias Com L<br>*(402) 243-2465 | 68453 | SE | Lincoln |
| Trenton PL<br>(308) Operator Call 5139 | 69044 | MS | McCook |
| Ulysses TL<br>*(402) 549-2201 | 68669 | N | Columbus |
| Union PL<br>None | 68455 | SE | Lincoln |
| Valentine PL<br>(402) 645-2237 | 69201 | MS | (TWX) |
| Valley PL<br>(402) 359-2251 | 68064 | M | Omaha |
| Valparaiso PL<br>(402) 784-6141 | 68065 | M | Omaha |
| Verdigre PL<br>*(402) 668-2339 | 68783 | N | Norfolk |
| Wahoo PL<br>(402) 443-3871 | 68066 | M | Omaha |
| Wakefield, Graves PL<br>(402) 287-2334 | 68784 | N | Norfolk |
| Walthill PL<br>*(402) 846-5614 | 68067 | N | Norfolk |
| Waterloo PL<br>*(402) 779-2423 | 68069 | M | Omaha |
| Wauneta PL<br>*(308) 394-5531 | 69045 | MS | McCook |
| Wausa, Lincoln TL<br>*(402) 586-2925 | 68786 | N | Norfolk |
| Wayne PL<br>(402) 375-3135 | 68787 | N | Norfolk |
| Weeping Water PL<br>None | 68463 | SE | Lincoln |
| West Point PL<br>(402) 372-3831 | 68788 | N | Columbus |
| Western PL<br>*(402) 433-2522 | 68464 | SE | Lincoln |
| Wilber, Dvoracek ML<br>(402) 821-4311 | 68465 | SE | Lincoln |
| Wilcox PL<br>*(308) 478-2011 | 68982 | C | Holdrege |
| Wilsonville PL<br>None | 69046 | C | Holdrege |
| Winnebago, Leona Johnson ML<br>None | 68071 | N | Sioux City, Ia. |
| Winside PL<br>*(402) 286-4953 | 68790 | N | Norfolk |
| Wisner PL<br>(402) 529-6018 | 68791 | N | Columbus |
| Wolbach PL<br>*(308) 246-2361 | 68882 | MS | Valentine |
| Wood River, Maltman ML<br>(308) 583-2349 | 68883 | C | Grand Island |
| Wymore PL<br>(402) 645-3787 | 68466 | SE | Beatrice |
| York PL<br>(402) 362-3039 | 68467 | SE | Lincoln |
| Yutan PL<br>*(402) 625-3717 | 68073 | M | Omaha |

**NETWORK ABBREVIATIONS**

| | |
|---|---|
| Central | C |
| Mari Sandoz | MS |
| Metropolitan | M |
| Northern | N |
| Panhandle | P |
| Southeastern | SE |

**KEY TO LIBRARIES**

| | |
|---|---|
| Carnegie Library | Carl L |
| Community Library | Com L |
| County Library | Co L |
| Memorial Library | ML |
| Public Library | PL |
| Township Library | TL |

*Indicates Librarian Home Phone

## PART VII REGIONAL LIBRARY'S TWX NUMBER

| | |
|---|---|
| BEATRICE | 910-623-8321 |
| COLUMBUS | 910-626-8317 |
| FAIRBURY | 910-623-8171 |
| FREMONT | 910-623-0968 |
| GRAND ISLAND | 910-629-3723 |
| HASTINGS | 910-624-0454 |
| HOLDREGE | 910-960-4716 |
| KEARNEY | 910-960-3732 |
| LINCOLN | 910-621-8121 |
| McCOOK | 910-960-4732 |
| NEBRASKA LIBRARY COMMISSION | 910-621-8119<br>910-621-8120 |
| NORFOLK | 910-623-0160 |
| NORTH PLATTE | 910-628-7498 |
| OMAHA | 910-622-0755 |
| SCOTTSBLUFF | 910-627-0063 |
| SIDNEY | 910-620-9020 |
| SIOUX CITY, IA. | 910-968-1734 |
| VALENTINE | 910-623-8130 |

## INDEX


ABBREVIATIONS
  Bibliographic Tools and Associated Terms 18
  TWX 11, 18
ADDITIONAL OPERATION PROCEDURES
  TWX 19
AMERICAN LIBRARY ASSOCIATION (ALA)
  Interlibrary Loan Request (ILLRQ) Mail Form 16,17
  TWX Format 15-16
ANSWER-BACK CODE 10
BACK SPACE (B SP) 11
BIBLIOGRAPHICAL CENTER FOR RESEARCH, DENVER (BIB) 7, 10,17
  Costs 11
  Requests 11
BIBLIOGRAPHIC TOOLS 8
  Abbreviations and Related Abbreviations 18
BIOMEDICAL REQUEST SEARCH 18
BOOK PUBLISHER RECORD (BPR) 8
BOOK REVIEW DIGEST (BK REV DIG) 8
BOOKS IN PRINT (BIP) 8,10
BOOKLIST (BKLST) 8
BORROWING LIBRARY 15,17
BRAILLE (BR) BOOKS 18
BREAK KEY 19
BREAK RELEASE KEY 19
CASSETTE BOOKS (CB) 18
CLEAR (CLR) KEY 13
COLLEGE AND UNIVERSITY DIRECTORY 21
COMMUNITY INFORMATION SPECIALISTS 7
CONSULTANTS 7
CORRECTIONS (TWX) 11
CUMULATIVE BOOK INDEX (CBI) 8,11
DIRECTORY TO THE PUBLIC LIBRARIES 22-25
ENCYCLOPEDIA BRITANNICA 8
FILM DISTRIBUTION SERVICE 7, 18
FLOW CHART 7
FORTHCOMING BOOKS (FORTH) 8
GOVERNMENT DOCUMENT REQUEST 12
HERE IS KEY 10, 13
INTERLIBRARY LOAN REQUESTS (ILLRQ) 15-17
LARGE PRINT (LP) BOOKS 18
LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED 7, 18
  Message 13
LIBRARY JOURNAL (LJ) 8
LINE FEED KEY 10, 13
LINE SPACING
  TWX 10
LOANING LIBRARY 17
LOCAL BUTTON (LCL) 10
LOCAL COOPERATING LIBRARY 6, 7, 8, 14, 17
  Definition 6
MAGAZINES ON MICROFILM 11
MAGNETIC TAPE (MT) (OPEN REEL) 18
MAIL ILLRQ FORM 16-17
MODEL CODE 15, 19-20
MONTHLY CATALOG OF U.S. GOVERNMENT PUBLICATIONS 12
NATIONAL UNION CATALOG (NUC) 8
NEBRASKA LIBRARY COMMISSION (NLC)
  Definition 6
NEBRASKA LIBRARY TELECOMMUNICATIONS NETWORK 15
  Definition 6
  Map 4
NEBRASKA PUBLICATIONS CLEARINGHOUSE 7
NEBRASKA STATE PUBLICATIONS CHECKLIST 12
NETWORK
  Coordinators 7
  Definition 6
NUMBERING TWX REQUESTS 10
OFF KEY 13
ON-THE-LINE COMMUNICATION 19
ORIGINAL KEY (ORIG) 13
PAPERBOUND BOOKS IN PRINT (PAP BIP) 8
PARTICIPATING LIBRARIES 13, 14, 15
PERIODICAL HOLDINGS LIST OF REGIONAL LIBRARIES 11
PERIODICAL HOLDINGS OF THE PANHANDLE LIBRARIES 11
PUBLIC LIBRARIES - DIRECTORY 22-25
RE DATE 11
READER'S GUIDE TO PERIODICAL LITERATURE (RG) 11, 13
REGIONAL LIBRARY 6-9, 15, 17
  TWX Numbers 25
REGIONS
  Definition 6
REPEAT (REPT) KEY 10, 13
REPLY TO TWX REQUEST 14-15
REQUESTING LIBRARY 15
RETURN KEY 10, 13
RUBOUT KEY 10, 11, 13
SAMPLE FORMS 8, 9, 14-15, 16, 17
START SWITCH KEY 13
SUBJECT REQUESTS
  TWX 11, 12
SUBSTITUTION REQUESTS 12
SUPERINTENDENT OF DOCUMENTS CLASSIFICATION NUMBER 12
TAPE ATTACHMENT 10
TWX
  ALA TWX Format 15, 16
  Abbreviations 11, 18
  Bib Requests 11
  Corrections 11
  Government Documents Requests 12
  Instructions for Operation 10, 13, 19
  Numbers 25
  Request Sample 9
  Substitution Request 12
  Subject Requests 11, 12
  Supplies 18-19
  Xerox Requests 11
TELETYPEWRITER OPERATING INSTRUCTION HANDBOOK # 33 19
UNION CATALOG (UC) 6, 13-14
  Accessions 14
  Locations 15
  Symbols 13-14
  Withdrawals 14
UNIVERSITY AND COLLEGE DIRECTORY 21
UNIVERSITY OF NEBRASKA MEDICAL CENTER IN OMAHA 18
VERIFICATION
  Definition 6
WESTERN UNION 19
WILSON STANDARD CATALOGS (STAND CAT) 8
XEROX REQUESTS
  TWX 9, 11